



**Indiana Pro Bono Commission**  
**One Indiana Square, Suite 530**  
**Indianapolis, IN 46204**

**Indiana Bar Foundation**  
**230 East Ohio Street, Suite 200**  
**Indianapolis, IN 46204**

## **COMBINED 2005 DISTRICT REPORT, 2007 PRO BONO GRANT APPLICATION, AND 2007 PLAN**

**Pro Bono District Four**

**Applicant:** District Four Pro Bono Committee

**Mailing Address:** c/o Edward W. Stachowicz, Indiana Legal Services, Inc., P.O. Box 1455

**City:** Lafayette, IN **Zip:** 47902 **Phone:** 765-423-5327 **Fax:** 765-423-2252

**E-mail address:** ed.stachowicz@ilsa.net

**Judicial Appointee:** Honorable David A. Ault, Montgomery Superior Court 1

**Plan Administrator:** Edward W. Stachowicz, Managing Attorney, Indiana Legal Services, Inc.

**Names of Counties served:** Benton, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren and White

**Percentage of volunteer attorneys (as defined on page 3) who accepted a pro bono case in 2005 per registered attorneys in district, i.e. the district's pro bono participation rate To the extent the pro bono participation rate information is available by county, please provide below.**

**Number of registered attorneys in county:**

**Percentage of volunteer attorneys who accepted a pro bono case in 2005 per registered attorneys in county:**

<b>Benton</b>	<b>8</b>	<b>Benton</b>	<b>0.00%</b>
<b>Carroll</b>	<b>17</b>	<b>Carroll</b>	<b>5.88%</b>
<b>Clinton</b>	<b>30</b>	<b>Clinton</b>	<b>0.00%</b>
<b>Fountain</b>	<b>16</b>	<b>Fountain</b>	<b>0.00%</b>
<b>Montgomery</b>	<b>42</b>	<b>Montgomery</b>	<b>9.52%</b>
<b>Tippecanoe</b>	<b>241</b>	<b>Tippecanoe</b>	<b>5.80%</b>
<b>Warren</b>	<b>6</b>	<b>Warren</b>	<b>0.00%</b>
<b>White</b>	<b>22</b>	<b>White</b>	<b>4.54%</b>
<b>Total in district</b>	<b>382</b>	<b>Total in district</b>	<b>5.23%</b>

**Number of potential clients requesting help in 2005 (limit this to actual intake done or sessions in which plan administrator or his/her delegate provided more than minimal assistance):** Approximately 20% of the 40 – 50 intake done by ILSI in District IV Counties are considered for pro bono referrals. Those not able to be referred are often given advice about their problem by ILSI staff attorneys.

**Amount of grant received for 2006:** \$23,000

**Amount of grant (2006 & prior years) projected to be unused as of 12/31/06:** \$0

**Amount requested for 2007:** \$59,400

1. **Please write a brief summary of the 2007 grant request. Please include information regarding your districts planned activities including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.**

**Hiring Plan Administrator:** Previously District Four used IOLTA funds to support the part-time Hispanic Outreach Paralegal instead of hiring a Plan Administrator, as Indiana Legal Services Staff performed the duties of the Plan Administrator. With the anticipated increase in the availability of funding in 2007, the Committee plans to not continue the part-time Hispanic Outreach Paralegal position, which was shared with District Five, and instead plans to hire a full-time Plan Administrator. The District's ability to fully implement 2007 goals and objectives will be greatly enhanced with the hiring of the new Plan Administrator. Either a part-time attorney or full-time paralegal will be hired, hopefully with Spanish language proficiency, as Hispanic outreach efforts will continue.

**Attorney Recruitment and Recognition:** Committee members will continue personal efforts to recruit new pro bono attorneys. Mini-CLE programs in each county will be sponsored to recruit new Pro Bono attorneys. Pro Bono attorneys will be recognized at a recognition event appropriate for each county.

**Increasing Number of Pro Bono Cases:** The Committee anticipates its goal of referring two (2) cases to each Pro Bono attorney in 2007 will be achievable with the hiring of the new Plan Administrator.

**Montgomery County Legal Aid ("MCLA"):** Organized by the Montgomery County Bar Association, Montgomery County attorneys participate in a weekly rotation as the "legal aid" attorney twice per year. The Committee will continue working with MCLA in an effort to quantify both the number of clients served by MCLA, and the number of hours donated by MCLA attorneys.

**Talk to a Lawyer Programs:** Committee members will continue efforts to organize local monthly or weekly Talk to a Lawyer programs staffed on a rotating basis by pro bono attorneys to meet with prospective clients face to face for legal advice, representation, or assistance with pro se filings. The Plan Administrator will travel to the participating county to conduct intake and screen for eligibility prior to the individual speaking with the pro bono attorney.

**Community Legal Education/Hispanic Outreach Programs:** Coordinated by the Plan Administrator, one community legal education program will be held in each county utilizing pro bono attorneys as speakers on topics of local community interest. Building on previous efforts, additional community education programs will also target the legal needs of the Spanish speaking communities in District Four.

**Pro Se Activities:** Efforts will continue to seek the cooperation and support of Courts and Clerks in each county to facilitate access to and use of pro se materials by pro se litigants. Pro Bono attorneys, participating in Talk to a Lawyer programs, mentioned above, will be available to assist pro se litigants.

**Public Guardianship Project:** Administered by Family Services Inc., The Adult Guardianship Advocacy Program ("AGAP") began operating in Tippecanoe County in April 2006. District Four Pro Bono attorneys are providing legal representation in securing temporary guardianships for individuals in need of a guardianship. District Four will work with Family Services and the steering committee created by Circuit Judge Don Daniel on a plan to expand the program to additional adjacent counties in 2007.

**Client Intake, Eligibility Screening, Case Referral, and Administration:** ILSI will conduct client intake, eligibility screening, case referral, provide office space, receptionist support, staff supervision and other administrative responsibilities, including malpractice insurance for participating attorneys, record keeping and statistical reporting. Legal Aid Corporation of Tippecanoe County will also conduct client intake, eligibility screening, case referral and pro bono attorney recruitment in Tippecanoe County and will administer District Four funds.

## 2005 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT FOUR

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 3A. Please list each attorney only once in the volunteer attorney column but complete one line for each pro bono case for that attorney.

### Definitions

Case: A legal matter referred to and accepted by a pro bono attorney volunteer. This includes mediation and GAL services.

Volunteer Attorney: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney. This also includes an attorney who has worked solely on a pending pro bono case that was neither opened nor closed during the reporting year.

Case Type: Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3) or any other defined abbreviation.

**Name of Pro Bono Provider** (includes legal service provider, court, plan administrator, bar association, and other organizations): District IV Pro Bono Committee

**IOLTA funding accounts for 100 % of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding 100%. If this percentage is substantially more than the percentage of IOLTA funding, please explain.**

Volunteer Attorney Name	County	Number of new cases accepted/opened in 2005	Number of cases closed in 2005	Number of cases pending in 2005 that were neither opened nor closed in 2005	Number of hours for cases closed in 2005 (column 4)	Case Type
Cynthia Smith	Tippecanoe	1	0	1		Support
						Visitation
Diane R. Hurtt	Tippecanoe	0	0	1		Guard.
John Sorenson	Tippecanoe	1	0	1		Divorce
						Divorce
E. Kent Moore	Tippecanoe	1	0	1		Custody
						Divorce
Michael O'Reilly	Tippecanoe	1	0	1		Support
						Support
Lori Sabol	Tippecanoe	0	0	1		Divorce
Patricia Sosbe	Montgomery	5	5		2.5	Guard.
					.5	Guard.
					2.0	Collection
					3.0	Guard.
					2.0	Guard.
J. Lamont Harris	Montgomery	1	1		6.7	Unempl.
John S. Capper	Montgomery	1	1		15.75	Disability
SUBTOTAL: 9	No total needed	SUBTOTAL: 11	SUBTOTAL: 7	SUBTOTAL: 6	SUBTOTAL 32.45	No total needed

**Name of Pro Bono Provider** (includes legal service provider, court, plan administrator, bar association, and other organizations): District IV Pro Bono Committee

**IOLTA funding accounts for 100% of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding 100%. If this percentage is substantially more than the percentage of IOLTA funding, please explain.**

Volunteer Attorney Name	County	Number of new cases accepted/opened in 2	Number of cases closed in 2005	Number of cases pending in 2005 that were neither opened nor closed in 2005	Number of Hours for cases closed in 2005 (column 4)	Case Type
Kurt R. Homann	Montgomery	1	1		12.0	Divorce
Patrick Manahan	Carroll	1	1		9.5	Divorce
Robert Laszynski	Tippecanoe	1	1		8.68	Divorce
Jerry Altman	White	2	2		43.5	Custody
					15.0	Divorce
Randy Von-derheide	Tippecanoe	1	1		1.0	Guardianship
Chris Hopson	Tippecanoe	3	2		4.0	Divorce
					1.0	Divorce
						Support
Laura Bowker	Tippecanoe	3	2		.5	Employment
					.5	Employment
					1.0	Employment
Stan Miller	Tippecanoe	1	1		12.5	Employment
Rod Ray	Tippecanoe			1		Divorce
Christine DeSanctis	Tippecanoe	1				Divorce
Mike Troemel	Tippecanoe	1				Divorce
<b>TOTAL: 20</b>	<i>No total needed</i>	<b>TOTAL: 26</b>	<b>TOTAL: 18</b>	<b>TOTAL 7</b>	<b>TOTAL: 141.13</b>	<i>No total needed</i>

**NOTE:** As mentioned in the 2007 Plan Summary, page 2, Montgomery County pro bono attorneys handle many more cases than are reported. Judge Ault and Committee member Pat Sosbe will continue efforts to encourage Montgomery County attorneys to report cases to the Committee.



<b>2005 REPORT</b>
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**Please list your District's 2005 activities--including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion--in chronological order.**

<b><u>Date</u></b>	<b><u>Activity</u></b>
1/18/2005	Presentation to Montgomery County Bar Association by Ed Stachowicz and Judge Ault.
2/15/2005	District Four Pro Bono Committee meeting
3/13/2005	District Four sponsored pro bono attorney Stan Miller to attend the National Institute of Trial Advocacy training at Indiana University School of Law, March 13 through March 18.
4/19/2005	District Four Pro Bono Committee meeting
4/19/2005	Presentation to Fountain County Bar Association by Ed Stachowicz and Judge Ault.
5/10/2005	District Four Presentation to Indiana Pro Bono Commission by Ed Stachowicz
5/24/2005	District Four Pro Bono Committee meeting
6/6/2005	District Four sponsored pro bono attorney Cynthia Smith to attend the Domestic Relations Mediation training June 6 through June 10.
6/26/2005	Hispanic Outreach program in Delphi
8/5/2005	ISBA Pro Bono Meeting with Judge Ault, Carl Pebworth, and Ed Stachowicz in Crawfordsville
9/28/2005	District Four Pro Bono Committee meeting
10/22/2005	Pro Bono Plan Administrator Retreat attended by Ed Stachowicz
10/26/2005	District Four Pro Bono Committee meeting
11/30/2005	District Four Pro Bono Committee meeting

## 2005 REPORT

**Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.**

The Lafayette Indiana Legal Services (“ILS”) office coordinates Community Volunteer Lawyers Panels in Benton, Carroll, Clinton, Fountain, Warren and White Counties. ILS conducts intake, screens for eligibility and refers cases to panel members. ILS periodically monitors case progress including hours spent, offers malpractice insurance, and litigation expense support. Legal Aid Corporation of Tippecanoe County (“LACTC”) coordinates these responsibilities for Tippecanoe County. Panel members contacted directly by potential clients can refer clients to ILS and LACTC for referral back to the panel member.

Montgomery County has maintained a separate program, Montgomery County Legal Aid, for many years. Participating attorneys serve as legal aid lawyer of the week two (2) weeks each year, seeing indigent individuals seeking pro bono legal services. Referrals are made by the Montgomery County Clerk’s office and by ILS.

**Please describe any special circumstances, including difficulties encountered, affecting your District’s 2005 implementation of its plan.**

The demands of other responsibilities (Office Manager and Volunteer Intake Coordinator) and a three (3) month maternity leave of the ILSI Pro Bono Coordinator, Jennifer Miller, made it difficult to coordinate the community education programs and the Continuing Legal Education program District Four had wanted to sponsor in 2005. Pro Bono attorney recognition events also could not be coordinated.

Providing pro bono services to the Spanish speaking population in District Four continues to be a challenge in part because of cultural and language differences. Efforts to reach this population will continue. The Hispanic Outreach paralegal, Christian Gallo, is currently working with several churches in District IV to sponsor several Community Education programs this summer.

# DISTRICT FOUR BUDGETS for 2005, 2006 and 2007

Income Category	2005 Actual Income	2005 Budget	2006 Actual Income To Date	2006 Budget	2007 Budget
<b>A. INCOME</b>					
1. IOLTA Grant Amount	14,000	14,000	23,000	23,000	59,400
Other Income: <i>Explain source(s) and if Actual/Expected in narrative</i>					
2. Previous year carry over	17,592	17,592	6,127	6,127	
3.					
4.					
5. Total Income (sum of lines A1 - A4)	\$ 31,592	\$ 31,592	\$ 29,127	\$ 29,127	\$ 59,400
Expense Category	2005 Actual Expenditures	2005 Budget	2006 Actual Expenditures To Date	2006 Budget	2007 Budget
<b>B. PERSONNEL EXPENSES</b>					
1. Plan Administrator					26,280
2. Paralegals	10,369	11,250	5,766	11,250	
3. Others - <b>Please explain</b>					
4. Employee benefits					
a. Insurance	7,866	8,212	3,672	8,200	10,320
b. Retirement plans					
c. Other - <b>Please explain</b>					
5. Total Personnel Expenses (sum of lines B1 - B4c)	\$ 18,235	\$ 19,462	\$ 9,438	\$ 19,450	\$ 36,600
<b>C. NON-PERSONNEL EXPENSES</b>					
1. Occupancy					2600
2. Equipment Rental					200
3. Office Supplies					300
4. Telephone					1400
5. Travel		300		200	1100
6. Training					400
7. Library					300
8. Malpractice Insurance					500
9. Dues and Fees		200			300
10. Contingent Reserve					
11. Litigation Reserve					
12. Marketing and promotion		880			1000
13. Attorney recognition				177	3200
14. Litigation Expenses		500		200	2000
15. Property Acquisition					1500
16. Contract Services - Legal Aid Corp.	7,230	10,000	3,533	9,000	7200
17. Grants to other pro bono providers					
18. Other - Educational Materials		\$ 250		\$ 100	800
19. Total Non-Personnel Expenditures (sum of lines C1 - C18)	\$ 7,230	\$ 12,130	\$ 3,533	\$ 9,677	\$ 22,800
<b>D. TOTAL EXPENDITURES</b> (sum of B5 & C19)	\$ 25,465	\$ 31,592	\$ 12,971	\$ 29,127	\$ 59,400
<b>E. ENDING FUND BALANCE</b> (A5 less D)	\$ 6,127	\$ -	\$ 16,156	\$ -	\$ -



## **Budget Narrative**

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided. Please explain any other budget entries that are not self-explanatory, including other sources of income.

**Lines (B(1), (2), (3), (4)** Please indicate the number of hours per week for each personnel position, rate of pay, and all employee benefits.

B1) Full-time paralegal – 37.5 hours per week at \$24,406 base with health, life and disability insurance

Or part-time Attorney – 20 hours per week at \$24,406 base with health, life and disability insurance

B(4)(a) – health, life and disability insurance for Plan Administrator

**Line (C)(1)** Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space.

Occupancy cost is approximately \$10.80 per square foot (\$200/Mo.) and is average for downtown Lafayette based on distance from Courthouse

Utilities are calculated on approximately 5% of total building utility cost to ILSI. (\$200/Yr)

<b>ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:</b>
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January 1:	Checks distributed
July 1:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
<b>December 1:</b>	<b>IBF grant agreement due and revised budget due</b>